

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor Heather Carruthers, District 3
Mayor Pro Tem George Neugent, District 2
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Employee Services
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date August 30, 2016

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF SUPERVISOR SOLID WASTE & RECYCLING, SOLID WASTE TRANSFER, MARATHON IS NOW OPEN AT PAY GRADE 111 SALARY \$42,252.23 - \$65,490.96 /40 HPW.
(DEPENDING ON QUALIFICATIONS)

• VETERANS PREFERENCE AVAILABLE:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
• SAFETY SENSITIVE POSITION:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
• GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
THIS POSITION: <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION	
<input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION	

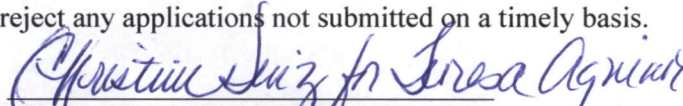
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWPC001

P.R.

MONROE COUNTY

JOB DESCRIPTION

Position Title: SUPERVISOR OF SOLID WASTE & RECYCLING		Reports to: Director of Solid Waste Management
Position Grade: 111	FLSA Status: Exempt	Class Code: 111-20

GENERAL DESCRIPTION

Primary function of this position is to provide contract compliance, transfer operations, employee scheduling, landfill closure/post closure. Oversee the daily operation of our three landfills and our pollution control operation. Do all the scheduling for our maintenance of trucks and equipment. Collaborate with the Household Hazardous and Electronic waste department. Perform inspections for billing, work orders, and pollution control.

KEY RESPONSIBILITIES

1. *Organize and supervise work assignments in Contract Compliance, Pollution Control, and Transfer and Post Closure operations. Will assist in selection of staff.
2. *Establish work load priorities and reviews work of subordinates for quality in accordance with accepted standards and achievement of goals and objectives of the department.
3. *Inspection of and overseeing maintenance, repairs to all buildings, trucks and heavy equipment.
4. *Respond to customer and Franchisee inquiries and complaints regarding solid waste and recycling service. Conduct investigation to resolve same, including writing concluding report.
5. *Develop and oversee budget to operate three Scaling and Transfer Stations, Contract Compliance, Pollution Control and Post Closure.
6. *Act as Liaison with Sheriff's Department for the enforcement of illegal dumping and provides for collection and disposal of debris.
7. *Meet with staff from other agencies (EPA, DEP, etc) to exchange and or clarify information, and facilitates department's information flow.
8. *Ensure that contractors comply with contracts as well as Federal, State and Local laws and regulations.
9. *Research and resolve problems in a timely manner.
10. Participate in the analysis of proposed or adopted legislation to determine the potential or actual impact on the Transfer Stations and the Solid Waste/Recycling programs; develops and revised work processes as needed to accomplish the work
11. *Perform Florida Department of Environmental Protection inspections and makes formal reports.
12. When requested by other departments will perform site and or parcel inspections.
13. Participate in the preparation of daily, weekly, monthly and annual reports as required to document Contract Compliance, Pollution Control, Transfer Stations and Landfill Activities.
14. Other duties as assigned.

* Indicates an "essential" job function.


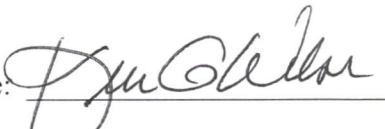
The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SUPERVISOR OF SOLID WASTE & RECYCLING	Class Code: 111-20	Position Grade: 111
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KEY JOB REQUIREMENTS

<i>Education:</i>	Associate's Degree in related field; or Vocational or Technical School Graduate in related field; or Two Year College equivalent in related field.
<i>Experience:</i>	3 to 5 years minium amount of prior professional or technical experience in hazardous waste management or closely related field. Knowledge of the Principles of Hazardous Materials Management, State and federal laws and regulations governing hazardous waste and materials management and transport.
<i>Leadership:</i>	Oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
<i>Complexity:</i>	Perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. Work involves statistics, operations analysis, or forecasting.
<i>Decision Making:</i>	Work in a responsive environment where co-workers or citizens bring problems for resolution. Responsible for determining the problem and creating an individual solution for the issue.
<i>Relationships:</i>	Oversee and manage work involving multiple units. Work regularly with other managers to successfully meet the goals and objectives of the organization.
<i>Working Conditions:</i>	Work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others. Intermittently climbing, handling, lifting, mental acuity, pulling, reaching, speaking, stooping, visual acuity, and walking. Also requires heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<i>On Call Requirements:</i>	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS

<i>Department Head:</i>		
Name: <u>William Thompson</u>	Signature: 	Date: <u>26/8/16</u>
<i>County Administrator:</i>		
Name: <u>Kevin G. Wilson, P.E.</u>	Signature: 	Date: <u>26 August 2016</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____